

# BENEFITS MANAGER

City of San José, CA





## THE COMMUNITY

Over the past half century, San José has transformed from an agricultural community known as the “Valley of Hearts’ Delight” to become the “Capital of Silicon Valley,” a global center of technology innovation that has changed the way the world lives and works. With nearly one million people, San José is the tenth largest city in the nation and the third largest in California. It is home to the largest concentration of technology expertise in the world with more than 6,600 technology companies, powered by one of the most highly educated and productive populations in America. More than 40 percent of the workforce has a bachelor’s degree or higher, compared with 25 percent nationally.

San José’s quality of life is unsurpassed. Situated between the beautiful Diablo and Santa Cruz mountain ranges at the south end of the Bay Area, San José’s central location is a gateway to adventures throughout California. The City is readily accessible to the beaches along the California coast including Monterey and Carmel; Yosemite and Lake Tahoe in the Sierra Nevadas; and the rich cultural life of the entire region. Universities in and near San José include San José State University, Santa Clara University, Stanford University, University of California at Berkeley, University of California at San Francisco, and University of California at Santa Cruz.

## ABOUT THE CITY GOVERNMENT

The City of San José operates under a council-manager form of government and is a full-service Charter City. The City Council consists of 10 council members elected by district and a mayor elected at large.

City operations are supported by 5,655 positions and a total budget of \$2.9 billion for the current 2013-2014 fiscal year. For more information about the City of San José, please visit the City’s website at [www.sanjoseca.gov](http://www.sanjoseca.gov).

## THE DEPARTMENT

The Human Resources Department delivers innovative and timely human resources services and leadership to enable the City, its departments, and employees to provide world class municipal services to our diverse residents and visitors. The Department’s 2013-2014 adopted budget is \$8,613,737.

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## THE POSITION

The Benefits Manager will report to the Director of Human Resources and will be responsible for administering the City of San José's extensive benefits program, which includes insurance programs and other health, financial, and professional benefits.

Managing a staff of 8 full-time employees, the Benefits Manager will be responsible for:

- Administering and managing benefits programs that best meet the needs of employees, retirees, their dependents and the City.
- Assisting participants to utilize their plans effectively.
- Managing competitive processes for benefits plans.
- Administering and maintaining the Human Resources Information System (HRIS) benefits module.
- Providing staff support for the City's Benefits Review Forum and Deferred Compensation Advisory Committee.

## THE IDEAL CANDIDATE

The City of San José's Department of Human Resources is a hard-working and customer-service focused team. The ideal candidate for the Benefits Manager position will be a well-rounded benefits professional with expertise in managing and negotiating health care benefits. He/She will be an effective and creative leader who is comfortable implementing change. He/She will have outstanding verbal and written communication skills. The ideal candidate will also be a collaborative and effective manager. Lastly, this person will also be hands on and someone who thrives working in a lean environment.

### Education, Certifications and Experience

- A bachelor's degree in public administration, business administration, or related field.
- Six years of progressively responsible experience in managing and administering employee benefit programs, including three years of supervisory experience.
- Possession of a valid driver's license authorizing operation of a motor vehicle in California.

The selected candidate should have skills in: designing and delivering benefits orientation/classes to employees; handling eligibility and contributions transfers; providing customer service; managing benefits, dental insurance, life insurance, and unemployment insurance operating funds; handling insurance premium payments; making effective oral presentations to individuals and groups; directing and evaluating the work of staff; identifying potential issues and recommending solutions to effectively address them; preparing accurate, clear, concise and effective reports and memoranda; and dealing tactfully, professionally, and effectively with others.

## COMPENSATION

The salary for this position is within an established annual range of \$86,156 to \$131,591 and will be dependent upon the qualifications and experience of the selected candidate. In addition, the City of San José provides excellent benefits which include:

- Retirement Plan – The City has its own retirement plan. More information is available regarding the plan.
- Health Plan – The City contributes 85% towards the premium for the lowest cost plan. There are several plan options.
- Dental Plan – The City contributes 100% of the premium of the lowest cost plan for dental coverage.
- Personal Time Off – Vacation is accrued at the rate of three weeks per year. Executive Leave of 40 hours is granted annually. Sick Leave is accrued at the rate of 8 hours per month.
- Holidays – The City observes 14 paid holidays annually.
- Deferred Compensation – The City offers an optional 457 plan.
- Flexible Spending Accounts – The City participates in Dependent Care Assistance and Medical Reimbursement Programs.
- Insurance – The City provides a term life policy equal to two times annual salary. Long-term disability and AD&D plans are optional.
- Employee Assistance Program – The City provides a comprehensive range of services through the EAP.

## HOW TO APPLY

Please apply online at [www.allianceRC.com](http://www.allianceRC.com) **as soon as possible**. Resumes can be submitted **on-line** at [www.allianceRC.com](http://www.allianceRC.com) or via email at [info@allianceRC.com](mailto:info@allianceRC.com).

For questions and inquiries, please contact:

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